

Winter 2015
Eng 237-8-9—Writing Fiction I-II-III
MW 12:30-2:40pm R306

Instructor: Professor Ma

Office: R230S

Office Hours: MW 2:50-3:45pm, TTH 11:30am-12:30pm (R230S) & by appointment

Email: nan.ma@bellevuecollege.edu

Course Description:

This class focuses on the craft of fiction. We will explore the different elements of fiction, including character, plot, setting, point of view, dialogue, voice and so on. We will learn to become better readers and writers by reading and analyzing the works of authors of diverse cultural backgrounds. As a community of writers, we will actively workshop each other's work and support each other's progress.

Class Philosophy:

I envision this class to be a positive, rewarding learning experience for all of us. Together we can create a safe and respectful academic environment to stimulate intellectual discussions and to foster dialogues. Each of us has a unique voice, and I hope that we can cultivate, nurture and celebrate each other's and our own voice in class. Racist, sexist, or other comments intended to belittle or threaten others will not be tolerated and may be grounds for removal from the class.

Required Texts and Materials:

- Kardos, Michael. *The Art and Craft of Fiction: A Writer's Guide*.
- A selection of short stories (provided by the instructor)
- A notebook for note-taking, writing exercises, etc.
- A three-ring binder for your portfolio
- Access to a printer

****You must bring the assigned reading to class. For each class period that you fail to bring your book/assigned reading, your participation grade will be deducted by five points.**

Course Outcomes:

Upon successful completion of this course, students will acquire a rudimentary ability to:

- Understand the different elements of literary fiction and how various elements work together in a story
- Understand the differences between show and tell and how to use these strategies
- Develop scenes
- Create believable characters through description, action, scene, and dialogue
- Establish and sustain a point of view
- Create and sustain tension
- Control sentence structure, length and word choice to create a particular tone and mood
- Critique, revise, and edit works in progress

Class Assignments Overview:

Course outcomes will be met and assessed through an array of class activities and the following assignments:

“Details” Journal: A crucial skill a creative writer needs to possess is the ability to pay close attention to details. This class will, therefore, require you to keep a “details” journal in which you record your observation of daily life (I will provide you with more specific guidelines).

Formal Critiques (8): As part of a writing community, you will be producing eight formal critiques of your peers’ writing (I will provide you with more specific guidelines).

Final Project Portfolio: Your final project portfolio will include your project proposal, your formal writing exercises with my comments, the peer critiques provided by your peers, a short response paper to your individual workshop, drafts of your story/stories, any notes you may have kept and a final self-evaluation.

Other Assignments: We will also have frequent *in-class writing exercises* as well as *quizzes* correlated to our reading and discussion topics. I stress to you that vigorous thinking and exchange of ideas are prerequisite to powerful writing. It is implicit, then, that you actively engage this class.

Grading:

Assignment	Number of Pages	Percentage
Details Journal		25%
Peer Critiques (8)		20%
Final Project Portfolio		40%
Participation		15%
TOTAL CLASS PERCENTAGE		100%

Grade Breakdown:

930-1000	A	880-899 830-879	B + B	780-799 730-779	C + C	650-699 600-649	D+ D
900-929	A-	800-829	B-	700-729	C-	0-599	F

Attendance Policy:

Class attendance is a crucial component in such a process-oriented class. Any **class work**—in-class writing, quizzes, group work, peer reviews—**cannot be made up due to absence**. You are permitted **two absences** for any reason. After that, your final grade will drop by half of a letter grade for each absence (i.e. B→B-). If you leave class early for any reason, you will be counted absent. **Two tardies equal to one absence**. It is your responsibility to verify that you have been marked late rather than absent. **Having more than five absences will result in a failing grade.**

You are also encouraged to get the contact information of at least one of your classmates to ensure that you obtain any class materials you may have missed due to absences. Please note that while I am happy to answer any questions you may have about a particular class that you have missed, I will not re-teach the class.

*I do excuse absences due to medical and family emergencies. Should such situations arise, please try your best to make arrangements with me early to have your work made up or submitted. In case of absences due to medical reasons, a doctor’s note is needed to have your absences excused.

Canvas and Emails:

Announcements and assignment changes may be made through email and the Canvas system. **All students are responsible for checking their Canvas accounts at least once every day. Because this is a hybrid class, it is especially important to do so.** All emails will be sent to your Canvas account.

*Please give me at least **24** hours to respond to your email. **I do not respond to emails on Saturdays and Sunday mornings (i.e. if you email me on Friday, I will respond to you on Sunday afternoon).**

****I receive numerous emails in my BC account on a daily basis. Therefore, it is best for you to email me through Canvas.**

*****A note about email etiquette:** Emailing your instructor is not the same as texting your friend. When emailing an instructor, please address the instructor with appropriate salutation and write your name at the end. Write in complete sentences and avoid abbreviations that would not appear in a formal essay.

Class Policies:

Deadlines: Except for cases of emergency, I do not accept late work in this class. If you are having difficulties with an assignment, please let me know before the assignment is due so that we can work on it together.

Participation: Having regular attendance is only the first step to active participation. Active participation means that you engage class materials in a thoughtful and proactive manner. It means that you attend and contribute to class discussions regularly, listen to the ideas of others attentively, and raise questions either in class or office hours. If you are participating in these activities, it shows me that you are prepared and thinking about the course material.

Disruptions to class: The following scenarios are considered disruptive to class: cell phone going off, text-messaging, chatting, talking out of turn, disruptive late arrival or early departure, shuffling before a class ends. Every student has one warning during the quarter for disruptive behavior during class. After the first warning, the student(s) involved may be asked to leave and will be counted **absent**. You may NOT use your notebook computer during class unless it is for an assigned activity.

Appointments with the instructor: When scheduling an appointment with me outside of office hours, please ask me at least **two days in advance** so that I can make arrangements to meet with you. If you need to cancel an appointment, you need to give me at least a 24-hour advanced notice so that I can give your time slot to another student. Except for cases of emergency, if you do not give me prior notice and fail to show up for your appointment, you will lose your privilege to schedule appointments with me **outside of office hours** for **two** weeks beginning on the day of your original appointment.

Disability Resource Center (DRC):

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, and so on, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or 425.564.2764. ASN is located in the Library Media Center in D125. www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Statements from Public Safety and Emergencies:

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at <http://www.bellevuecollege.edu/alerts/?ref=footer>

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

- 1) Take directions from those in charge of the response--**We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)--**Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time.

Academic Calendar:

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://www.bellevuecollege.edu/enrollment/deadlines/>
On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://www.bellevuecollege.edu/enrollment/holidays/>
This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Plagiarism:

Plagiarism occurs when a writer claims someone else's language, idea or structure as his or her own without clearly or sufficiently acknowledging the source. Plagiarism and cheating will result in a failing grade for the class, academic probation, and/or dismissal from the college. If you are having trouble, do NOT copy someone else's work. Come see me.

Student Code:

“Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at:

<http://www.bellevuecollege.edu/policies/id-2050/>

Values Conflicts:

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one's personal values. When exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.

Finally...Some General Advice for Student Success:

- ✓ Be punctual
- ✓ Be present
- ✓ Be prepared
- ✓ Be persistent
- ✓ Be proactive
- ✓ Be patient

Please feel free to ask me any questions you might have about this syllabus or any part of this course. I very much look forward to working with you this quarter.

Good luck!